

# Student Appeals Committee Terms of Reference

## Section 1 - Establishment

(1) The Student Appeals Committee is established under the Academic Board Terms of Reference.

## Section 2 - Functions and Responsibilities

(2) The Student Appeals Committee will:

- a. provide an avenue of appeal for students in relation to complaints or disciplinary matters;
- b. promote and ensure the application of the principles of procedural fairness and confidentiality in relation to all Committee matters; and
- c. promote quality improvement in policies and procedures related to complaints and disciplinary matters.

(3) The Student Appeals Committee will undertake the following functions:

- a. Hear, consider, and make determinations on appeals made by students arising out of formal complaints, as per the [Complaints Policy - Students](#);
- b. hear, consider, and make determinations on appeals made by students in relation to disciplinary matters;
- c. determine detailed policies and procedures to govern its own operations and improve general operations and impact for students; and
- d. make recommendations for improving the University's policies, procedures and operations that impact students.

## Section 3 - Membership

(4) The membership of the Committee will comprise the following:

- a. Chair, Deputy Vice-Chancellor Academic;
- b. Deputy Chair, Faculty Pro Vice-Chancellor (from a Faculty not involved in the appeal);
- c. A senior TAFE academic nominated by the Chair;
- d. A senior HE academic nominated by the Chair; and
- e. A student nominated by the Chair from the elected student members of Academic Board.

(5) The Manager Student Policy and Complaints (or nominee) will assist in a non-deliberative role, to provide information and support as required.

### Members' attendance

(6) Attendance by members will be monitored by the Secretary. If a member has three consecutive unexplained absences from Student Appeals Committee meetings the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

## Section 4 - Chair

(7) The Chair of the Committee will be the Deputy Vice-Chancellor Academic.

## Section 5 - Secretary

(8) The Student Policy and Complaints team will provide the Committee with the support of an appropriately qualified Executive Officer.

## Section 6 - Term of Office

(9) The Chair will serve for the term of their tenure.

(10) The nominated staff member will serve for a two (2) year period from the date of appointment and is eligible for reappointment.

(11) The nominated student(s) will serve for the term of office as a student member on Academic Board.

## Section 7 - Quorum

(12) At a meeting of the Committee, a quorum is constituted by three of the members. Where quorum is lost due to conflicts of interest, the Chair may choose to hold a matter over or adjourn the whole meeting.

## Section 8 - Meetings

(13) The Student Appeals Committee will meet as required.

(14) Meetings will be conducted either face-to-face or by video conference.

### Member conduct

(15) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(16) Items of discussion must be treated with confidentiality as appropriate by members.

## Section 9 - Agenda

(17) The agenda is to be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

## Section 10 - Minutes

(18) Meeting minutes and action items will be taken and distributed within two weeks of the meeting.

(19) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

## Section 11 - Reporting

(20) The Committee will provide a de-identified report on its proceedings to Academic Board. Such reports will note the general nature of the complaints and disciplinary matters, which were the subject of appeal, and whether or not the appeals were upheld.

(21) All matters related to appeals heard by the Student Appeals Committee are confidential and will be held in a limited access central database and disposed of in accordance with the University's [Records and Information Management Policy and Procedure](#).

(22) De-identified trends will be reported annually to Academic Board, in accordance with the University Academic Board Comprehensive Reporting Framework.

## Section 12 - Conflicts of Interest

(23) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the [Conflicts of Interest Policy](#).

## Section 13 - Non-compliance

(24) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct – Students](#).

(25) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Students](#).

(26) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd May 2023
<b>Review Date</b>	27th September 2023
<b>Approval Authority</b>	Vice-President Governance and University Secretary
<b>Approval Date</b>	22nd May 2023
<b>Expiry Date</b>	Not Applicable
<b>Committee Chair</b>	Fiona Coulson Deputy Vice-Chancellor Academic
<b>Author</b>	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
<b>Enquiries Contact</b>	Vibeke Foss Senior Case Manager Student Conduct and Complaints <hr/> Student Policy and Complaints